
Job Description for Education Welfare Officer

Responsible to: Deputy Headteacher

Based at: Brinsworth Academy

Paid on: Band G of the Support Staff Spine

OVERALL PURPOSE OF THE POST

To promote positive attitudes towards regular school attendance on the part of students and their parents/carers. To improve levels of student attendance and engagement. To work closely with the school to fulfil its obligations under all relevant legislation.

Have responsibility for monitoring the attendance of most vulnerable students at the school, those that meet the threshold for child protection, children identified as being in need either by School staff or external agencies.

MAIN DUTIES

- To work in the community with families to ensure students are attending school
- To Represent the school at external meetings
- Liaise with Senior Leadership Team to address any attendance or welfare concerns.
- Communicate effectively with all external agencies including possible alternative providers e.g. Special schools, LEA and other external agencies including CAMHs, Social Services, Police etc.
- Ensure effective communication/consultation as appropriate with the parents of students through phone, letter and home visits as relevant, ensuring student contracts are agreed and monitored.
- Liaise with the local authority when cases of poor attendance reach the level of legal intervention. Manage the process of evidence sharing and represent the relevant school at court were necessary.
- Aid transition from Primary to Secondary for students where attendance is a concern.
- Undertake Attendance interviews in school with individual students.
- Provide support for families experiencing hardship by way of increasing awareness to external support agencies
- Other Duties
- Working with mental health and wellbeing intervention, liaising with key stakeholders regarding student wellbeing and providing welfare support to students and families working closely with the safeguarding team.
- Maintaining the confidential records of support for all students referred.
- The preparation of reports and maintaining records relating to student referrals and subsequent counselling or support from school staff or other agencies.
- To be responsible for own professional development, identifying training needs and requesting courses as - appropriate.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the school/Trust, and only after consultation with you.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

Person Specification for Education Welfare Officer

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	- Experience working in a school or other educational environment - Successful experience working with children in an education, health or social care environment. - Good working knowledge of policies relating to Child Protection - Experience of dealing with sensitive issues and an understanding of the importance of confidentiality.	Background experience of pastoral or attendance
Education and Training	Relevant experience working with children and knowledge of educational policies, child development, safeguarding and welfare issues	- Education to degree level or equivalent - ICT capability at Level 2 or above - First Aid qualification
Special Skills and Knowledge	- Ability to make a proactive contribution to the work of the team supporting children, their families and carers. - Ability to work with parents and carers to improve support for children - Competent in the use of Microsoft Office applications including Excel - Ability to write detailed reports - Working knowledge of the MIS applications - As part of the interview process your ability and state of knowledge with regards to issues of safeguarding and promoting the welfare of children will be assessed.	- Knowledge of current educational initiatives - Willingness to develop new skills
Personal Skills and Qualities	- Highly motivated with excellent communication and interpersonal skills both written and oral - Organised and calm approach with good attention to detail - Flexibility and enthusiastic approach to work - Ability to prioritise tasks, manage time effectively and meet deadlines - Can work independently as part of a team	
Additional Factors	- A commitment to the values and vision of Brinsworth Academy - Full clean driving license and access to own care as required - A view that all students can achieve success	